

TITLE: TIMETABLE DEVELOPMENT FOR PROGRAMS

POLICY STATEMENT:

An Official Timetable of all credit courses scheduled for approved programs is prepared for each academic year normally by March 1 for all modes of course delivery. Non-credit courses are timetabled as appropriate and Apprenticeship courses are timetabled by July 30.

PURPOSE:

Red Deer College develops a Timetable for a given academic year to schedule all courses. The scheduling of courses maximizes teaching and learning opportunities by:

1. Increasing student access to required and optional courses.
2. Meeting instructors' teaching requirements.
3. Optimizing all space usage.

The Timetable is developed in advance to provide for early registration of continuing and new students and to support academic and operational planning.

SCOPE:

This policy applies to all credit, non-credit, and Apprenticeship training programs.

PRINCIPLES:

Procedures and decisions at Red Deer College:

1. Treat all persons fairly and respectfully.
2. Are non-discriminatory and non-intrusive.
3. Incorporate open, honest, and timely communication.
4. Are made in a timely manner.
5. Provide appropriate confidentiality and privacy.
6. Provide appropriate access to education.
7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
8. Operate with clear written expectations for conduct and handling of complaints.
9. Meet all accreditation standards.
10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
11. Are communicated in alternate forms to those who require such accommodation.

Specifically for this policy:

1. The scheduling of courses is designed to meet the needs of students, first and foremost.
2. The Timetable allows for conflict-free scheduling of courses for instructors and rooms.
3. In general, the timetable will not be overly constrained.

4. The Scheduling Office resolves conflicts, which break policy, in consultation with Associate Deans as required.
5. It is recognized that there are times when externally mandated requirements affect the Timetable process requiring exceptions to the policy. Such exceptions are authorized and documented by the Registrar.
6. The College aims to schedule at least 15% of courses in the late afternoon and evening to improve access for students.

DEFINITIONS:

Academic Blocks: Courses grouped together by term and program to be scheduled conflict-free.

Academic Term: The academic year is divided into four standard academic terms:

- Fall – September to December
- Winter – January to April
- Spring – May to June
- Summer – July to August

Attributes: Room characteristics such as table and chair type, whiteboards, technology, flooring, sinks, tiered, or theatre-style layout.

Constraint Form: Form used to collect data from program areas for scheduling purposes.

Course: A course may be in the form of lecture, laboratory, seminar, tutorial, practicum, or other method of delivery, and are normally scheduled with a start and end date within an academic term.

DCU: Data Collection Utility used to collect data from program areas for scheduling purposes.

Loading Sheet: Form used to collect data from program areas for scheduling purposes.

Non-credit course: A course scheduled by the School of Continuing Education.

Official Timetable: The published version of the Timetable inclusive of changes approved by the Timetable Appeal Committee.

Room Expert: A person assigned to room(s) who is responsible for understanding the attributes of the room(s), the schedule of activities planned and the needs of students and instructors using the room.

Scheduling Constraints: Parameters placed on the scheduling system to ensure that key requirements are taken into account when the Timetable is created.

Scheduling Guide: A guide containing the required information to construct a conflict-free timetable.

Scheduling Office: The Office responsible for scheduling and allocating space for all credit and Apprenticeship courses.

Service Course: Courses that are required to graduate from a program but are offered and delivered by another program and/or School.

Timetable Appeal Committee: The committee responsible for resolving conflicts, disputes, and change requests that arise from the creation of the Timetable prior to publication comprised of Associate Deans, the Registrar, two faculty representatives, Scheduling Coordinators and one Students' Association representative.

Timetable Change Form: Form used to collect data from program areas to change the schedule of courses.

PROCEDURES:

A. General

1. The Registrar is responsible and accountable for the construction of the Timetable.
2. The scheduling process is initiated in advance of the publication of the Timetable. The Registrar initiates the process with the distribution of the Timetable timelines followed by the distribution of the Loading Sheets and Scheduling Guide to Associate Deans and/or Designates by the Scheduling Office.
3. Each Associate Dean is responsible to submit the Loading Sheets and Constraint Forms to the Scheduling Office as indicated in the Timetable timelines as late submissions impact the scheduling process for the entire institution.
4. Each Associate Dean is responsible for negotiating and coordinating approved service courses included in each academic block with other Schools.
5. Associate Deans/Program Coordinators/Room Experts must negotiate and approve arrangements for shared space.
6. The Scheduling Office submits the final draft Timetable to Associate Deans, School Designates, Program Coordinators and Advisors for review. Revisions must be returned to the Scheduling Office by the specified date. Revisions not accommodated within this policy may be submitted to the Appeal Committee.
7. Changes made to the final draft of the Timetable must meet one of the following criteria:
 - a. Student access is improved.
 - b. A change in faculty assignment when a TBA is assigned or unexpected staff turnover requires the change.
 - c. Availability of part-time instructors is improved.
 - d. Resource efficiencies are created.
 - e. Supports enrolment targets.
 - f. Student/instructor disability requires accommodation.
 - g. Room suitability.

B. Revision to the Official Timetable

1. To change the Official Timetable:
 - a. Scheduling Office completes the approved changes and coordinates the notification to registered students.

- b. Scheduling Office changes the assigned room(s) providing the new room(s) meets the required attributes.
 - c. Where a request cannot be accommodated, the Requestor, the Registrar and the Associate Dean are notified.
2. To request changes (other than classrooms):
 - a. Submit change request electronically, using the Timetable Change form, to the Associate Dean and Registrar for approval. The Registrar's decision on change requests is final.
 - b. Where a change request is not approved the Requestor is notified.
3. To request a change in classroom:
 - a. Submit classroom change requests, with rationale, directly to the Scheduling Office (no form required).
 - b. Where a request cannot be accommodated the Requestor is notified.
4. Normally, Faculty are responsible for confirming the assigned room meets instructional needs prior to the commencement of classes.

C. Timetable Appeal Process

1. The Registrar initiates and coordinates the appeal process.
2. Program appeals with the final draft of the Timetable are reported to the Associate Dean.
3. The Associate Dean(s) submits the appeal request(s) to the Registrar.
4. The Registrar collates all appeal requests and submits a summary to the Timetable Appeal Committee for approval or denial at the annual Appeal meeting.
5. The Registrar makes the final decision on conflicts, disputes, and appeal requests not resolved at the annual Timetable Appeal meeting.
6. The Registrar notifies the Associate Deans of the decisions related to conflicts, disputes, and appeal requests.

D. Assignment of Academic Space

1. The following list outlines, in rank order, how priority for booking of College Facilities is determined:
 - a. Credit and Apprenticeship courses and related activities timetabled annually.
 - b. Non-credit courses and related activities.
 - c. College meetings, activities and events.
 - d. External meetings, activities and events for which the college is a partner or sponsor.
 - e. Other external meetings, activities and events.
2. Additional courses or programs scheduled after the Official Timetable is complete will be assigned space as available.
3. Allocation of dedicated space is approved by the Director of Campus Management upon recommendations from the Facility Planning Advisory Committee.

4. Room Experts must adhere to policy for the allocation of rooms and may reject a request if the following criteria are not met:
 - a. Safety of the individuals using the space.
 - b. Protection of the equipment and furnishings contained within the room.
 - c. A Technician or Supervisor that is present to oversee the use of the room, unless otherwise authorized by the Room Expert.
 - d. Maximization of learning opportunities for the College as a whole.
 - e. Scheduled drop-in times that meet the needs of students, while maximizing learning opportunities for other programs.
5. Use of rooms cannot be denied by reserving the room for a non-confirmed event or use.
6. Requests for rooms must include sufficient lead time for the set up and take down of equipment in the room if required.
7. In cases where a room request is denied the Requestor can appeal the decision to the Registrar. The decision of the Registrar is final.

E. General Constraints

1. The schedule shall normally be from 0800 – 2200 (with the exception of some practicums, clinical placements, preceptorships, trades or similar applied and simulated learning experiences which may begin earlier or end later). The college day is divided into three segments of time defined as:
 - a. Day starts at 0800 and ends by 1650
 - b. Late Afternoon starts at 1430 and ends by 1820
 - c. Evening starts at 1600 and ends by 2200
2. Timetable Patterns:
 - a. 80 minutes 2x/week, separated by one day
 - b. 50 minutes 3x/week (not three consecutive days)
 - c. 50 minutes 4x/week
 - d. 170 minutes 1x/week
 - e. 170 minutes 2x/week, separated by one day, two days for context based learning
 - f. 50 minutes 1x/week
 - g. 80 minutes 1x/week
 - h. 50 minutes 5x/week
 - i. 3 hour labs normally start at 0800, 1100, or 1400
 - j. Additional patterns may be created to assist scheduling of courses in programs that are offered in multiple buildings upon approval by Deans' Council and the Registrar.
4. Refer to the Scheduling Guide for days of the week used with the timetable patterns.
5. Friday classes are scheduled using only the day pattern from 0800 to 1650.

6. There is a minimum of 10 minutes between scheduled classes when students are moving between classes at the same Campus.
7. Additional constraints needed to accommodate travel between Campuses will be made.

F. Instructor Constraints

1. Full-Time Faculty:
 - a. A teaching day does not normally exceed nine (9) hours from the beginning of the first teaching hour to the end of the last teaching hour, except when clinical, coaching, lab, practicum, shop supervision or work experience is included in the workload.
 - b. Instructional time does not exceed six (6) hours in any day, except when clinical, coaching, lab, practicum, shop supervision or work experience is included in the workload.
 - c. The maximum number of consecutive classes is three (3), and the maximum number of consecutive instructional hours is four (4), except when clinical, coaching, lab, practicum, shop supervision or work experience is included in the workload.
 - d. The minimum break between courses after the maximum number of consecutive hours instructed is one (1) hour.
 - e. A minimum of twelve (12) hours elapses between the completion of instruction one day (including athletic coaching duties) and the commencement of instruction the next day.
 - f. The Scheduling Office makes all reasonable attempts to accommodate individual faculty requests approved by the Associate Dean for reasons of:
 - i. Religious accommodation.
 - ii. Family or dependent care for documented medical or disability reasons.
 - iii. Documented medical condition.
 - iv. Documented disability.
 - v. Other individual requests for college-related initiatives, including scholarly activities, as approved by the Associate Dean.
 - vi. Travel time between Campuses.
2. Part-time Faculty:
 - a. Instructional constraints must be approved by the Associate Dean and the Registrar.

G. School Constraints

Normally, a common meeting period on Friday will be scheduled from 1500 to 1700 to accommodate college-wide school meetings. This two hour meeting time/block is excluded from the scheduling of courses.

H. Student Constraints

The Timetable system considers the following constraints when scheduling courses. It is understood, however, that students may select options and electives according to their preference and convenience.

1. A student's day in scheduled classes does not exceed twelve (12) hours, except when it includes participation in clinical, practicum, lab, shop time or work experience.
2. The maximum number of scheduled hours for students per day is six (6), except when it includes participation in clinical, practicum, lab, shop time or work experience.
3. The maximum number of consecutive scheduled hours per day is four (4), except when it includes participation in clinical, practicum, lab, shop time or work experience.

I. Room Rules

1. All instructional rooms must be scheduled through the Scheduling Office.
2. Room capacity and type is determined by the Facility Planning Advisory Committee.
3. Double or multiple booking of rooms for one learning activity is not permitted except with the permission of the Associate Dean.
4. A program may specify a requirement for additional time prior to, or following a scheduled activity to allow time for preparation, clean up and maintenance for labs or shops as needed.

OFFICER RESPONSIBLE: Chair of Academic Council

RECOMMENDING AUTHORITY: Academic Council

CONSULTATION FOR REVIEW: Deans' Council, Faculty Association, Human Resources, Registrar, Scheduling Office, School Councils, and the Students' Association.

POLICY REVIEW DATE: July 2021

EFFECTIVE DATE: July 1, 2016

REVISION HISTORY: February 19, 1986 (Academic Timetable Policy and Standard Practice)
May 1, 2003
December 1, 2005
October 15, 2009 (renamed Timetable Development for Programs at Red Deer College Policy; Standard Practice rescinded/incorporated)
November 1, 2010
July 1, 2016 (renamed Timetable Development for Programs)

RELATED POLICIES:

- [Final Examinations](#)
- [Academic Schedule](#)
- [Facility Booking and Rental](#)
- [Facility Planning and Space Allocation](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.